

Reports 13a.
ES

DCI/IC 74-077
23 May 1974

MEMORANDUM FOR: ICS Division Chiefs
CSS Director
IHC Chairman
USIB/IRAC Secretary

SUBJECT: Format of Weekly Report

1. As you are aware, the IC Staff Weekly Report is essentially a composite of your separate weekly contributions with minor editing. In order to reduce to the minimum the amount of time and effort required to do this, it would be very helpful if you would submit your contributions in exactly the same format used in the final report. Note, for example, that the Objective letter should appear in the right-hand margin and that the office designation should be included in the Action Officer line (e.g., Action Officer: MPRRD/
[redacted] Unless there are special reasons to include more than one, please name only the principal action officer.

2. Your cooperation would be appreciated.

[redacted]

Acting for EO/ICS

[redacted] wel
DIST:
1-IC Registry
1-JHL Chron